

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**COMPENSATION ANALYST
HUMAN RESOURCES DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs difficult professional and responsible work in administering the City's compensation programs through the direction of the City's Compensation and Benefits Manager in the Human Resources Department. Employee reports to the Compensation and Benefits Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs difficult professional administrative duties related to the City's compensation program through the direction of the City's Compensation and Benefits Manager in the Human Resources Department. Work involves evaluating, analyzing, and classifying positions; researching and submitting recommendations to the Compensation and Benefits Manager regarding the City's compensation programs; reviewing compensation-related documents for accuracy and adherence to federal/state rules and regulations, and City policies and procedures; creating and preparing the City's Pay Plan; conferring with City employees and management on compensation-related employee relations issues, and submitting recommendations and making determinations regarding those issues; responding to public inquiries of compensation-related issues; and formulating career development plans. Work also involves ensuring the accuracy of employees' compensation-related changes. Employee must exercise independent judgment, discretion, and initiative in completing assignments, and handling difficult employee and public contact situations requiring considerable tact and knowledge of federal/state rules and regulations, and City policies, procedures and programs. Work is performed with considerable independence under direct supervision of the Compensation and Benefits Manager and is evaluated through observation, conferences and review of work performed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Under direction of Compensation and Benefits Manager, prepares and administers the City's compensation programs; prepares and submits recommendations to the Compensation and Benefits Manager.

Conducts position evaluations and analysis for the purposes of classifying/reclassifying positions; prepares and revises class specifications.

Conducts and participates in market salary and benefits surveys on behalf of the City; submits recommendations regarding salary market adjustments to individual positions or groups of positions; prepares related reports, spreadsheets, and other associated documentation.

Creates and distributes the City's Pay Plan on an annual basis.

COMPENSATION ANALYST

Advises City staff of federal/state rules and regulations, and City policies and procedures related to compensation; drafts and presents City policies related to compensation.

Develops and performs training to City staff, including HR Liaisons, regarding policies and procedures, rules and regulations, and programs regarding compensation.

Assists department directors with the formulation and management of career development programs by providing data and recommendations.

Assists department directors, division directors, and supervisors with compensation-related employee relations issues; prepares, presents and implements recommendations regarding solutions to a variety of compensation-related employee relations issues.

Assists staff of Human Resources Department, ensuring adherence to federal/state rules and regulations and City policies and procedures.

Reviews, processes, and submits necessary forms and records for personnel actions pertaining to City employees.

Assists Compensation and Benefits Manager with division budget, monitors expenditures as directed.

Prepares reports, spreadsheets, graphs, correspondence, and memoranda; assumes responsibility for correctness of spelling, punctuation, format and grammar.

Coordinates and attends meetings as required.

Works together with other HR staff in regard to monitoring internal equity and recommending appropriate compensation for new hires at the City.

ADDITIONAL JOB FUNCTIONS

Cross-trains and assists with benefits issues and projects.

Performs related work assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of local government organization and administration, and public personnel administration, including knowledge of accepted methods and practices of administering compensation programs.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state or local laws, rules and regulations.

Thorough knowledge of the policies and procedures of the City.

Thorough knowledge of the organization and functions of the Human Resources Department.

Considerable knowledge of modern office procedures, methods and practices.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of City of Asheville benefits and related paperwork.

General knowledge of area governmental entities comparable to the City of Asheville.

Considerable skill in using Excel, Word and other Microsoft Office applications.

Skill in organizing work flow and coordinating activities.

Skill in presenting ideas and information to a wide variety of audiences.

Skill in the use of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

COMPENSATION ANALYST

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to establish and maintain a variety of complex computer files, and to compile reports from those files.

Ability to communicate effectively in oral and written form.

Ability to exercise considerable independent judgment and initiative in applying standards to a variety of work situations.

Ability to exercise tact and courtesy in frequent contact with City employees and the general public.

Ability to exercise discretion and confidentiality in handling personnel records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in personnel management or a related field and 3 to 7 years of related experience; possession of or the ability to obtain a Certified Compensation Professional certification from WorldAtWork is preferred; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.